

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.			
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code					
14. Agency Use NAF													
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Public Affairs Tech				NF		1101		03		JN 12-31-01	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>							
18. Department, Agency, or Establishment						c. Third Subdivision							
a. First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>							
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>						<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>							
Signature _____ Date _____						Signature _____ Date _____							
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier						OPM Intro to Position Classification Standards TS-134, Jul 95 TS-107 Aug 91 GS-1101 General Business and Industry							
Signature  Date 12-31-01						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>													
b. Supervisor													
c. Classifier													
24. Remarks													
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>													

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Public Affairs Technician
POSITION NUMBER 01-0093

JOB SERIES: 1101 **PAY LEVEL:** NF-3 **Summary of Duties:**

Collects, assembles, prepares, and disseminates information through the print and/or broadcast media, information concerning the various programs of the Navy's Morale, Welfare and Recreation (MWR). Coordinates presentations. Coordinates newsletter production and distribution for various internal departments, including the employee and sponsorship newsletters. Serves as liaison to sister services, Headquarters Navy, and base Public Affairs Offices. Writes and edits articles, organizes information, and serves as Production Editor. Produces camera-ready copy using desktop publishing software. Assists in writing press releases for base newspaper and trade publications; reviews and tracks publications for information dissemination and coverage. Maintains press release and press clips files and photo morgue. Organizes, tabulates, and manages primary research data for surveys. Enters survey data and produces reports. Assists in communication and promotional requirements, including developing exhibits, brochures, calendars, and posters. Plans, organizes work, and manages internal procedures and resources to ensure maximum productivity and economies. Prepares financial plan and related records and reports and exercises authority on approved budget.

Monitors programs on a regular basis and initiates corrective action to ensure support of operating programs of MWR. Develops long range plans in conjunction with internal operating executives, and exercises internal personnel management authorities as delegated by MWR Director with regard to subordinate supervisors and employees within the office. Effectively supports the Navy's Equal Employment Opportunity policies, and ensures compliance with fire, safety, and other environmental issues.

Performs other related duties as assigned.

Minimum Qualifications:

Three years experience in marketing, public affairs, communications, journalism, or a related field which demonstrates ability to perform the above duties with a minimum of supervision. Knowledge and skill in developing written and printed materials. Skill in orally transmitting information, and printed materials. Skill in the use of personal computers and associated software.